

# Critically Overcrowded School Facilities (COS) Application Submittal Requirements

Effective November 2002

The following items are necessary for a COS application package to be deemed complete by the Office of Public School Construction (OPSC):

## Preliminary Apportionment Request

- Completed Form: Application for Preliminary Apportionment”, SAB 50-08 (New 09/02)
- Appraisal or Preliminary Appraisal of the property to be acquired that is less than six months old; or Median Cost valuation, consisting of county recorder documentation of consummated sales transactions, within the General Location, or title insurance company escrow instruction(s) which indicate the agreed upon purchase price of the property(s) for pending real-estate sales. Submit with the consummated sales transactions and pending escrow instruction data a spreadsheet summary of the data in a price per acre format.
- Relocation and Department of Toxic Substance Control cost documents, if applicable, refer to Regulation Section 1859.145.1.
- A Cost Estimate for site development, which reflects 100 percent of the proposed work, outlined in Regulation Section 1859.76, and approved site development and off-site plans, when requesting more than \$70,000 per Proposed Useable Acres, refer to Regulation Section 1859.145.
- Prior to May 31, 2003, a CDE Source School certification letter or copies of the certified CDE Source School List pages for the Source School(s) contained on the Form SAB 50-08.
- Form SAB 50-01, Form SAB 50-02 and Form SAB 50-03 for SFP New Construction Eligibility (if not previously submitted).
- Prior to CDE certification of yearly enrollment data, a copy of the latest information submitted to the California Department of Education approximately October 15<sup>th</sup> of each year needed to complete the California Basic Education Data System (CBEDS) for the Source School(s) listed on the Form SAB 50-08.